



# CITY OF HOUSTON

## Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

Administration Manager

Posting Number

PN# 104914

Department

Health & Human Services

Division

Communicable Disease

Section

Bureau of HIV/ STD Prevention

Reporting Location

8000 N Stadium Drive

Workdays & Hours

M - F, 8 a.m. - 5 p.m.\*

\*Subject to change

### **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs substantially complex and varied administrative functions in the direction and coordination of programs and procedures in the assigned department.

### **CORE FUNCTIONS**

- Provide overall management and supervision to facilitate the personnel processes for the HIV Prevention Program within the Bureau of HIV/ STD Prevention.
- Direct, coordinate and evaluate the HIV Prevention Program.
- Develop and implement the request for proposal process, monitor performance of contractors and sub recipients, and assure appropriate and efficient disbursement of funds for contracts.
- Assure timely completion and submission of program and budget reports, monitor expenditure reports and develop spending plans for efficient use of funds.
- Function as liaison to federal, state and local agencies to coordinate the activities of the HIV Prevention Program.

### **WORKING CONDITIONS**

The position is physically comfortable, the individual has discretion about walking, standing, etc.

### **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Business Administration, Accounting, Political Science, or a closely related field.

### **MINIMUM EXPERIENCE REQUIREMENTS**

- Six years of professional experience in personnel, administration, accounting or a closely related field are required.
- Directly related professional experience may be substituted for the educational requirement on a year-for-year basis.

### **MINIMUM LICENSE REQUIREMENTS**

None

### **PREFERENCES**

Preference will be given to applicants with prior public health and/ or HIV prevention experience.

### **SELECTION/SKILLS TESTS REQUIRED**

A skills test will be required.

### **SAFETY IMPACT POSITION**

☒ Yes ☐ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

### **SALARY INFORMATION**

### **GRANT FUNDED POSITIONS**

**This position is dependent upon continued available funds.** If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 26  
\$1,587 - \$2,203 Biweekly      \$41,262 - \$57,278 Annually

### **OPENING DATE**

June 1, 2005

### **CLOSING DATE**

Open Until Filled

### **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9496.

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